

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****October 10, 2019**

The City of Martin, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Approximately 1250 linear feet of new 5-ft sidewalk (including driveways and curbs) will be added on the east and west side of Elm Street (2500 linear feet total), beginning at the intersection at University St. (along the route of Phase II) and heading south. The improvements will terminate at the intersection of Elm and Lee St. The purpose of this project is to provide a pedestrian route, improve pedestrian safety, calm traffic, provide ADA accessibility, provide connectivity between multiple, local points of interest and increase economic activity.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Design
- Construction Engineering and Inspection

Estimated Schedule for Performance of Work

- **Design to be complete by September 30, 2022**
- **Construction to be complete by September 30, 2024**

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Martin, 109 University Street, Martin, TN 38237 Attn: Mayor Randy Brundige**. All letters of interest must be received by **The City of Martin** on or before **5:00pm, October 30, 2019**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will be lump sum fee.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Qualifications and availability of key personnel**
- **TAP Engineering Experience**
- **Scope of services available**
- **Project Familiarity**

From the letters of interest, **The City of Martin** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The City of Martin will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Past experience in the required disciplines with TDOT and other clients. (20%)**
- b. **Past experience specific to downtown streetscape and revitalization projects. (20%)**
- c. **Qualification and availability of staff. (15%)**
- d. **Demonstrated ability to meet schedules without compromising sound engineering practice. (15%)**
- e. **Evaluations on prior projects with TDOT and other clients, if available. (10%)**
- f. **Size of project. (10%)**
- g. **Amount of work under contract with TDOT and other clients. (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Martin**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.